

**DUQUESNE UNIVERSITY SCHOOL OF LAW
CAREER SERVICES OFFICE**

900 Locust Street, 209 Hanley Hall, Pittsburgh, PA 15282

Phone: (412) 396-6559 Fax: (412) 396-6598

E-mail: lawcareers@duq.edu

The Law School faculty strongly suggest that first-year Day Division students should not engage in any outside employment during their first year at the Law School, and strongly suggest that second and third year Day Division students should not engage in more than 20 hours per week of outside employment.

The Duquesne University School of Law Career Services Office is committed to a policy against discrimination in employment based on race, color, national origin, sex, age, disability, sexual orientation, or religious background. By submitting this form, employers agree that their standards and practices conform to this policy.

JOB POSTING FORM

Employer Name: _____

Address: _____

_____ **Website:** _____

Phone: () _____ **Fax:** () _____ **Email:** _____

Contact Person: _____

Is this a "blind ad," i.e. employer name is not to be disclosed? Yes No

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Level of Experience (for students, please check all that apply):

Law Student: 1L (1D/1E/1P) 2L (2D/2E/3E/2P/3P) 3L (3D/4E/4P)

Law Grad: Years of Experience Bar Required

Position Title: _____

Job Description: _____

Salary: _____ **Hours (full- or part-time):** _____

Submit Resume Transcript Writing Sample References Other _____

How to Contact: Mail Fax Phone Email CSO to collect and send